



**Operations Manager I
City of Baltimore
Department of Public Works**

June 6, 2016

Salary: \$80,500 - \$132,600 (Salary commensurate with experience)

The City of Baltimore, Department of Public Works is seeking a highly qualified, results-oriented professional to serve as an Operations Manager I within DPW Office of Fiscal Management.

The selected applicant for this position will plan, monitor, direct development and presentation of the Department's operating budget for the Current Level Service/Target level Service for various funding sources – General funds, Utility Funds (Water, Wastewater, and Surface Water) and Grant Funds along with their related revenues. Duties will also include preparing budget processing schedules and meeting with Division Chiefs for preparation of their budget, recommend ways and means of bringing general funds to target, review and monitor vacant positions, and expenditures as well as coordinate with Division Heads and the Bureau of Budget in the preparation of Score Cards for outcome budgeting to meet the Mayor's Priority Outcomes. The selected candidate must be able to review performance measures to make sure they relate to the functions laid out for the activities and services and can be measured for results. This position will be required to supervise subordinate staff.

Minimum Education and Experience Requirements:

Requirements: The successful candidate must have a Master's degree in Business Administration, Public Administration, Management, Law, or a related field from an accredited college or university plus six (6) years of senior management, policy-driven operational responsibilities including 3 years of managing homogeneous functions through subordinate supervisors is required. Both CPA/CFA preferred.

Equivalencies: An equivalent combination of education and experience.

Resumes will be accepted until the position is filled.

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